

**UNADOPTED**

**MINUTES OF A MEETING OF  
THE STAFFING COMMITTEE  
MALVERN TOWN COUNCIL**

**held in the Park View Meeting Room, Community Hub, Victoria Park**

**Wednesday 4 June 2025 at 6.00pm**

**Councillors**

**Present**

J Leibrandt (Chair)  
E Green (Vice Chair)  
A Cherry  
C Fletcher  
C Hooper  
K Newbigging  
D Watkins (substituting for David  
Cllr Mead)

**Absent**

D Mead (apologies)

**Also in attendance**

L Blake - Town Clerk  
C Porter – Operations Manager  
Cllr Marilyn Birks, Mayor

**1. ELECTION OF CHAIR**

Cllr Josephine Leibrandt was elected Chair of Staffing Committee for 2025/26.

**2. ELECTION OF VICE CHAIR**

Cllr Emma Green was elected Vice-Chair of Staffing Committee for 2025/26.

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were **NOTED** from Councillor David Mead who had substituted Councillor David Watkins.

**4. DECLARATIONS OF INTEREST**

None.

**PUBLIC PARTICIPATION**

None.

**5. TERMS OF REFERENCE FOR THE STAFFING COMMITTEE**

Committee members reviewed and noted the Terms of Reference for the Staffing Committee as agreed by Full Council on 5 March 2025.

Councillor Hooper stated that he felt that it should be noted that the main focus of the Staffing Committee is staff development and recognition. Several other members agreed with this.

It was further noted that the headings within the terms of reference for the responsibilities of the staffing committee could be used to provide a framework for the timetable of this group.

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### 6. **SETTING OF WORK PLAN, ACTIONS AND TIMETABLE FOR THE YEAR**

Members of the committee discussed the timetable and work plan for the year.

It was felt that copies of certain documentation would be required to carry out the work of the committee, but also noted that certain information such as individual contracts should be private and confidential and should not be provided.

The Committee **RECOMMENDED** that their first item of work should be reviewing the staffing structure and job descriptions for all staff members and that this information should be provided to all committee members.

The Town Clerk stated that she hoped to get the information to committee members within two weeks of approval by Council. It was also noted that members would like to receive a copy of the green book.

A discussion took place about the need to meet with staff, the purpose of this and how this could be best achieved.

The Operations Manager informed Committee that the Operations Team had concerns about the establishment of the staffing committee and would not want to sit down in a formal situation with councillors as this would cause anxiety and concern. The Town Clerk added that whilst this process may be easier for administrative staff who are more familiar with councillors, this process still needed to be managed carefully, so as not to cause undue concern.

Several members of the committee felt that a staff liaison group should be set up to facilitate communication with staff, as included in the terms of reference, whilst other members agreed that it would be preferable to speak directly with all members of staff to deal with any concerns that staff may have.

The Committee **RECOMMENDED** that separate meetings should take place with Operational Staff and Administrative Staff to discuss staff roles and their training and development needs. Councillors Cherry and Mead were nominated to speak to members of the operations team and Councillors Green and Newbigging were nominated to speak to staff who work in the office.

It was further **RECOMMENDED** that the work programme should also include

- Review of training and development and any current plans in place.
- Review of appraisals and creation of a new appraisal policy.

It was **NOTED** that the staffing training had been very useful, but that there was some discrepancy in information provided at the training relating to whether someone from an outside body should be part of the Town Clerk's appraisal and also how many people should take part. As this is part of the agreed terms of reference, further clarification may be required on this point.

### 7. **FORMAT OF STAFFING OVERVIEW REPORT**

The Town Clerk distributed a staffing overview report used by another Town Council for members to consider as part of designing the staffing report to be used under section 2.16 of the terms of reference.

## UNADOPTED

It was **AGREED** that this item would be deferred to the next meeting of the committee to give members time to consider what items may be relevant for a Malvern Town Council Staffing Overview Report and to look at other examples of similar reports which are more responsive.

### 8. **DATE AND TIME OF NEXT MEETING**

Due to availability of staff and councillors, it was **AGREED** that the date of the next meeting would be changed to Wednesday 13 August 2025 at 6pm.

The meeting finished at 7.30pm.

.....(Chair)

DRAFT